

JOB DESCRIPTION

TITLE: Admin II – Project Assistant

REPORTS TO: Sr. Executive Assistant

QUALIFICATIONS:

- Minimum 2-3 years project coordination/administrative assistant experience
- Interpretive and analytical
- Service oriented focus on assisting with both internal and external project tasks
- Proactive and takes initiative by anticipating project and project team needs
- Extremely detail-oriented with the ability to take the lead to follow up on project status
- Experience with problem solving
- Strong multitasking and time management skills
- Ability to adapt and learn new skills
- Excellent oral and written communication
- Strong grammar, formatting, and technical editing abilities
- Ability to work as a team as well as autonomously
- Advance knowledge of MS Office Suite
- Project management software experience helpful

SALARY RATE: \$50,000.00 - \$52,000.00 per year

SUMMARY

Admin II - Project Assistant helps move projects towards completion by performing project and office administration tasks, which include but are not limited to the following responsibilities:

RESPONSIBILITIES

Project Assistant is responsible for the following tasks, including, but not limited to:

- This is an in-office position in our Greeley, CO headquarters
- File management (electronic and hardcopy) and maintain filing protocol
- Compile and organize project information to develop draft proposals for project lead review and scope formalization
- Set up new projects in company file systems and project management software
- Generate project reports
- Proofreading documents, both incoming and outgoing for grammatical correctness, ease of reading, and formatting
- Ensure that outgoing documents and materials represent AGPROfessionals and our staff in the highest quality light
- Perform research as required on special projects

- Maintain and organize electronic and hardcopy filing systems
- Provide assistance to the project departments by drafting client correspondence, documenting meeting notes and minutes, preparing meeting agendas and scheduling client appointments
- NetSuite entry, including timesheets, vendor invoices, and other entries as required
- Maintain all vendor and construction contractor contact lists
- Copy, bind, scan documents relevant to project scope
- Maintains common areas and project workspaces and organizes in a neat and orderly fashion
- Assists with monitoring office supply inventory
- Assists with phone duties and greeting clients
- Other duties as assigned

PHYSICAL DEMANDS

Occasional lifting or moving of lightweight material, walking, and standing. May be prone to sitting for extended periods of time.

COMPANY

AGPROfessionals is a full-service agricultural development company that provides real estate, engineering, surveying, environmental, and land use consulting for the agriculture industry across the U.S. AGPROfessionals is growing within a fast-paced and demanding environment with changing needs and priorities.

We offer competitive wages and an excellent benefit package in a casual yet professional environment. If you are interested in joining our team, please visit our website at www.agpros.com to submit your cover letter and resume.